
Directory of Records – General

Office - Office of the Registrar

Description of the Mandate and Function:

Responsible for admission and evaluation services, processing course registrations, withdrawals, extensions, financial aid applications, transcripts, and distributing and supervising examinations.

General Classes or Types of Information:

- Student Information Database
- Student academic records, grades and supporting documentation
- Group study Class lists
- Course Files
- Exams
- Other Institutions course outlines
- Student evaluation files
- Foreign transcript files
- Information relating to graduation and convocation
- Information relating to student financial aid and awards
- Common administrative records, such as finance records such as cash receipts, various university committee meeting minutes, institutional reports, and general program and service information
- Staff/Spouse/Dependent Tuition Benefit Information
- Information relating to articulation and transfer credit awards

PIB Titles:

- Office of the Registrar - Academic Misconduct (Administration)
- Office of the Registrar - Academic Misconduct Files (Academic Records/Exams)
- Office of the Registrar - ACAT Database
- Office of the Registrar - AU Trans
- Office of the Registrar - Calendar Library
- Office of the Registrar - Convocation/Grad Database
- Office of the Registrar - Diploma Database
- Office of the Registrar - Index of Student Microfilmed Records
- Office of the Registrar - Student Complaints and Appeals of Office of the Registrar policy and Procedures
- Office of the Registrar - Student Evaluation Files (Registry - Learning Assessment)
- Office of the Registrar - Student Financial Aid Database, CMD
- Office of the Registrar - Student Information Database, Banner (Registry - General)
- Office of the Registrar - Student Records - Microfilm (Registry - General)

Copies of Records Located:

Departments and Centre's as required.

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

- Office of the Registrar Policy and Procedure Manuals
 - Athabasca University Calendar
- Athabasca University intranet and internet

Remarks: